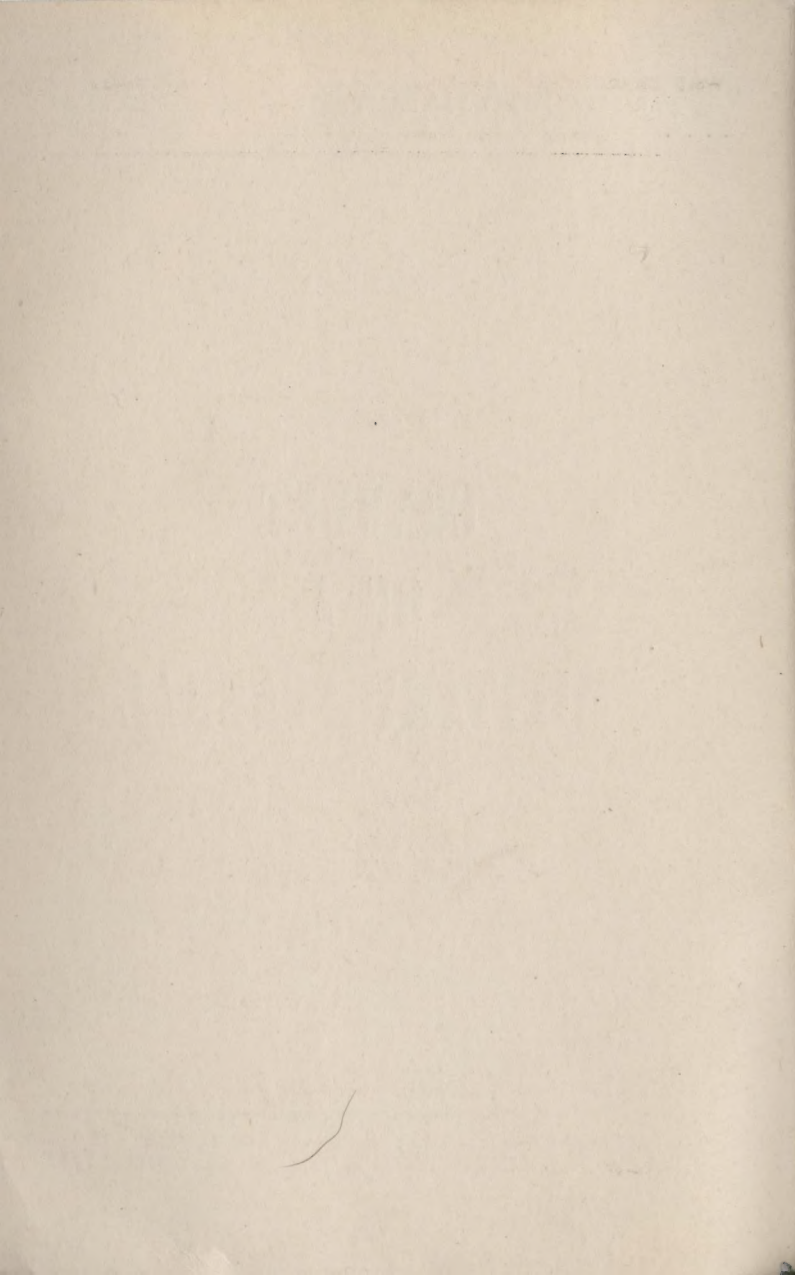


# CONDUCT OF A MILITARY FUNERAL





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# CONDUCT OF A MILITARY FUNERAL



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1947

## WAR DEPARTMENT

Washington 25, D. C., 16 September, 1947

War Department Pamphlet 21-39, Conduct of a Military Funeral, is published for the information and guidance of all concerned.

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BY ORDER OF THE SECRETARY OF WAR:

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## SECTION I

### MILITARY FUNERAL

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**I. PURPOSE OF PAMPHLET.** **a.** *Taps*, the funeral volley, the use of the national colors as a pall—all these have been symbols of funeral honors to American military dead since the infancy of the Republic. Today, when the Army is planning to bring back to this country the bodies of thousands of American servicemen from every corner of the world, the military funeral assumes a new and important significance. Soon, in national and private cemeteries all over the United States, the triple crack of the funeral volley and the solemn notes of *Taps* will remind all Americans within earshot that victory in World War II was won only through the heroic sacrifices and the patriotic devotion of the men who died to keep this country strong and free.

**b.** Military funeral ceremonies for World War II deceased will be conducted primarily by veterans' organizations. Since most of the men who died in World War II were citizen-soldiers brought into the Army from civilian life, it is fitting that their former brothers-in-arms who are now veterans be afforded the privilege of paying them final funeral honors. The procedures described in this pamphlet are the prescribed United States Army ceremonies for military



funerals. Veterans' organizations conducting a military funeral should normally pattern their ceremony after the most simple form of the military funeral, as described in paragraph 16. If, however, large numbers of veteran personnel are available and the local veteran post or unit has the necessary equipment, a more elaborate type of funeral may be desired. If, for example, a local veterans' post or unit has formed a military band from among its members, it may desire to make the band a part of the ceremony. For this reason, this pamphlet has described all types of funerals from the most elaborate to the simplest. Officials of veterans' organizations may pattern the funeral ceremonies they plan after any of these. It should be borne in mind, however, that the Army will be able to provide only blank ammunition for the funeral volley and an interment flag to cover the casket of the deceased. Additional equipment or personnel from Army sources will not be available for military funerals the conduct of which has been undertaken by veterans' organizations.

c. While this pamphlet is published at this time primarily so that it can be used in connection with The Return of World War II Dead Program, the policies and procedures described herein are applicable to all types of military funerals whether they are conducted by veteran personnel or by United States Army personnel. The ceremonies described herein are appropriate for honoring the memory of all American soldiers whether their deaths occurred during World War II or during current service either overseas or in this country. Army personnel, however, who use



this pamphlet as a guide for planning military funerals conducted under the auspices of the United States Army should not assume that because several elaborate ceremonies have been described, the conduct of these types of ceremonies is mandatory. Except for certain posts, camps, or stations where ceremonial detachments are maintained expressly for the purpose of providing military honors at funerals and other formations, most Army installations will find that many of the ceremonies described in this pamphlet will be beyond their resources of personnel and equipment. In fact, for the duration of the present emergency and for 6 months thereafter, Army installation commanders at posts where ceremonial detachments are not provided are authorized to furnish only nine enlisted men (a bugler and a firing squad of eight men) for providing military honors at the funeral of an individual who died in the military service and whose remains have been turned over to his relatives and friends. For these reasons, the provisions of this pamphlet are to be considered as a guide only, in planning a ceremony befitting the memory of American military dead.

**2. ELEMENTS OF MILITARY FUNERAL CEREMONY.** The military funeral ceremony that has been developed to demonstrate the nation's recognition of the debt it owes to the service and sacrifices of the soldiers is based on a few simple customs and traditions. The casket of the soldier is covered with the American flag. It is usually transported to the cemetery on a caisson. It is

carried from the caisson to the grave by six military body bearers. In addition to the body bearers, honorary pallbearers are usually designated who march to the cemetery alongside the caisson. At the cemetery, the casket is placed over the grave and the body bearers hold the flag-pall waist high over the casket. After the committal service is read by the chaplain, a firing party fires three volleys. A bugler stationed at the head of the grave sounds *Taps* over the casket and the military funeral is completed. The body bearers then fold the flag and it is presented to the next of kin. These basic elements are the foundation of all military funerals, whether last rites are being conducted over a private's casket or final honors are being paid at the grave of a general.

### **3. SIGNIFICANCE OF MILITARY FUNERAL. a.**

The ceremonial customs that comprise the elements of all military funerals are rooted in ancient military usage. In many cases, these traditions are based on expedients used long ago on the battlefield in time of war. The use of a caisson as a hearse, for example, is an obvious combat improvisation. In a similar manner, the custom of covering the casket with a flag probably originated on the battlefield where caskets were not available and the flag, wrapped around the dead serviceman, served as a makeshift pall in which he could be buried. Later, these customs assumed a deeper significance than that of mere expediency. The fact that an American flag is used to cover the casket, for example, now symbolizes the fact that the soldier served in the armed forces of

the United States and that this country assumes the responsibility of burying the soldier as a solemn and sacred obligation.

**b.** Other traditions observed in a military funeral had their origin on the battlefield. Some historians believe, for example, that the volley fired over the grave was first observed in earlier days of warfare when it was the custom of opposing armies to declare a truce so that each could clear its dead from the battlefield and bury them. According to this theory, the volley fired three times was originally a signal that the burial ceremony was finished and an invitation to the enemy to join in combat once again. The flying of the flag at half staff during a funeral also has a peculiarly military significance. In early times, it was the custom to fly the victor's colors over the flag of the defeated enemy and to run down the enemy's colors for that purpose. The lowering of the flag to half staff during a military funeral symbolizes the victory of life over death and the ascendancy of the spiritual over the temporal.

**c.** Finally, the sounding of *Taps* over the grave has an obvious origin in military custom. Since *Taps* is the last bugle call the soldier hears at night, it is particularly appropriate that it be played over his grave to mark the beginning of his last, long sleep and to express hope and confidence in an ultimate reveille to come.



## SECTION II

### PLANNING FUNERAL CEREMONY

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**4. TYPES OF FUNERAL CEREMONIES.** a. While certain basic customs such as the covering of the casket with the national colors are common to all military funerals, each individual ceremony may vary from every other in certain fundamental characteristics. The extent to which each ceremony is modified is usually determined by one or more of three factors: the physical lay-out of the area where the funeral is to be held, the personnel and equipment that are available for the ceremony, and the desires of the next of kin of the deceased. It is the responsibility of the officer in charge of the funeral to plan the ceremony to fit the particular circumstances. If, for example, there is insufficient space in front of the chapel for a military formation, the military phase of the chapel service must be altered or eliminated, and if the chapel and grave site adjoin, the customary funeral procession will normally be superfluous. Personnel and equipment limitations also influence the type of military funeral ceremony to be conducted. If, for example, no caisson is available at the post, the funeral director's hearse or some other improvisation must be used to convey the casket from the chapel to the grave. The third factor that determines what type of ceremony will

be conducted is the wishes of the next of kin. Any ceremonial modifications desired by the family of the deceased will be incorporated into the plan prepared by the officer in charge. All wishes of the next of kin are to be considered as paramount considerations, so long as they are in keeping with basic military usage and the principles of good taste.

**b.** Because so many variations of the basic ceremony are possible, no one ceremonial outline can be prescribed that will be appropriate for all military funerals. For this reason, the most elaborate type of military funeral ceremony has been discussed first in paragraphs 8 through 12 as a master ceremonial plan, since this complete military funeral provides for nearly all the traditions, customs, formations, and ceremonies that are part of all types of military funerals. The more common variations of this complete ceremony have been described in paragraphs 13 through 19.

## **5. DUTIES OF OFFICER IN CHARGE OF MILITARY FUNERAL. a. General duties.**

The officer who is appointed as supervisor of a military funeral is responsible for the efficient operation of the entire military ceremony. Ordinarily, he will work in close liaison with the civilian funeral director or undertaker whom the family has selected to make all civilian funeral arrangements, and with the superintendent of the national cemetery, if the deceased is to be buried in a national cemetery. He is responsible for the purely military functions of the funeral ceremony. He is not responsible for those duties that are normally the

task of the civilian funeral director, such as arranging for transportation for members of the family and friends of the deceased, or for notifying civilians who have been invited to attend the funeral concerning the time and place of the ceremony. He may, however, assist the family or the funeral director in many tasks that are not purely military. He may assure, for example, that the cards on the flowers and wreaths that are delivered to the grave site are collected and turned over to the next of kin. Exclusive of his planning functions, the duties of the officer in charge will normally begin when the casket is brought to the chapel in the funeral director's hearse and end when *Taps* is sounded over the grave and the military elements are marched away from the grave site. Appendix I lists in step-by-step sequence the duties that the officer in charge of a military funeral will normally perform.

**b. Determining available personnel, facilities, and equipment.** Immediately upon being appointed, the officer in charge of the military funeral will determine what personnel, equipment, and facilities for the ceremony are available at his post, camp, or station, since the type of funeral that can be conducted will depend upon what personnel and equipment can be furnished. He will determine, for example, whether a military band will be available on the day of the funeral. He will ascertain from the commanding officer what troops are available for ceremonial purposes. He will find out whether such equipment as a caisson, horses, and blank ammunition for the funeral volley is available. When he has determined what



personnel, facilities, and equipment are available he will know how elaborate a ceremony his installation is able to provide for and he will be able to discuss intelligently funeral arrangements with the next of kin. The veterans' organization official who is nominated as officer in charge of the funeral will be guided by the fact that the Army will provide only the interment flag to cover the casket of the deceased and (to certain recognized veterans' organizations) 24 rounds of blank ammunition for firing the volleys. All other personnel and equipment to be used in the funeral must be provided by the veterans' organization itself, and the official in charge of that funeral should plan the funeral accordingly.

**c. Interview with next of kin or his representative.** After determining available personnel, facilities, and equipment, the officer in charge will interview the next of kin or his representative. Since the wishes of the next of kin are paramount, the officer in charge of the ceremony will discuss funeral arrangements in great detail, explaining what facilities and personnel are available and describing what type of funeral ceremony can be arranged. At this time, it should be determined whether the family wishes the commanding officer to select a chaplain or whether they themselves wish to designate either a chaplain or a civilian clergyman. The time and date the funeral ceremony is to be held should also be determined at this time. In addition, the matter of honorary pallbearers should be discussed; the family should be requested to nominate personnel for this purpose or should be asked whether

the commanding officer should select this personnel. After checking all the items listed in paragraph 2, appendix I, the officer in charge of the ceremony should have a precise idea of what type of funeral ceremony is desired by the family.

**d. Interview with civilian funeral director and/or superintendent of national cemetery.** Often the funeral director represents the family in the interview described in **c** above. If he does not, however, the officer in charge should confer with him after he has interviewed a representative of the family, for it is important that close liaison concerning all ceremonial arrangements be maintained with whomever the family has designated as funeral director. From the funeral director the officer in charge will normally find out the name and location of the cemetery, the exact location of the grave site, the time and date of the interment services, and other matters in which close liaison is necessary. It may be desirable, for example, to determine whether or not the funeral director has made plans to transport the flowers from the chapel to the grave and whether arrangements will be made to detach the cards from the flowers for transmittal to the next of kin. If the remains are to be interred at a national cemetery, the officer in charge will interview the superintendent of the cemetery to secure such necessary information as the location of the grave site and time of interment.

**e. Final arrangements.** After these preliminary steps have been taken, the officer in charge should make a reconnaissance of the chapel or church as well as the actual grave site, to de-

termine routes of march and the most desirable positions for the formation of ceremonial elements. If a large military escort is to take part in the ceremony, the escort commander should accompany the officer on this reconnaissance to determine where the troops under his command will be disposed. If a funeral procession is to be part of the ceremony, arrangements for traffic control should also be made at this time. The officer in charge of the funeral should then be ready to prepare his ceremonial plan. The plan should prescribe the date, place, and hour of assembly, uniform to be worn, positions for each element to take, route of march, and a detailed description of each function to be performed by each member of the military funeral party. Appendix II should be useful to the officer in charge in preparing this part of the ceremonial plan. If any variations are anticipated in the complete military funeral ceremony as described in paragraphs 8 through 12, however, it will be necessary to amend the information incorporated in appendix II, since those instructions are designed for personnel taking part in the complete ceremony. When the plan is completed, it should be distributed to the military elements of the funeral party. The officer in charge should assure that all military personnel understand their duties and functions perfectly. If the personnel who are to take part in the ceremony have not had previous experience at a military funeral, a practice formation should be held prior to the actual ceremony.

**f. At funeral ceremony.** The officer in charge of the funeral ceremony will attend the funeral to



supervise the military phases of the ceremony and to give his assistance, in the event it is needed. The duties of the officer in charge of the funeral ceremony are normally completed when the military elements of the funeral party have been marched away from the grave site.

**6. PERSONNEL AND EQUIPMENT.** Personnel and equipment requirements for a military funeral will vary according to the type of ceremony that is to be conducted. Depending upon what type of ceremony has been planned, the necessary elements will normally be selected from the personnel and equipment listed below. Veterans' organization officials who are planning a funeral ceremony will select equivalent personnel from their own sources. Army personnel will not be available for military funerals conducted by veterans' organizations.

**a. Personnel.** (1) *Officer in charge of funeral.* The officer in charge of the military funeral ceremony is designated by the commanding officer of the installation responsible for furnishing troops. If, as will usually be the case, a veterans' organization is conducting the funeral, the officer in charge is normally selected by the commander of the local veterans' post or unit.

(2) *Chaplain.* The services of an Army chaplain will be provided unless otherwise requested by the family of the deceased or its representative. A civilian clergyman may be substituted for the Army chaplain or may act in conjunction with him. Throughout military funerals, Army chaplains will remain uncovered except in inclement

weather or if the religious rites prescribe that the head be covered.

(3) *Body bearers.* Six enlisted men will be designated as body bearers. If the deceased was a member of a local military organization (National Guard or Organized Reserve unit) it may be practicable to choose the body bearers from that organization.

(4) *Civilian funeral director and cemetery representative.* Ordinarily the civilian funeral director (or undertaker) will be designated by the next of kin. If the body is to be interred at a national cemetery, the cemetery representative will be designated by the superintendent of the national cemetery.

(5) *Escort.* A funeral escort may be of any size from a squad to a regiment or larger, depending upon the rank of the deceased. (See app. III for a list of the escorts prescribed for each enlisted and commissioned grade.) The escort normally consists of the number of troops suitable to the rank of the deceased, a firing party, and a bugler. When a band is provided for the funeral ceremony, however, the bugler is normally part of that formation. (See (7) below.) (The troops furnished as a funeral escort are not to be confused with the individual military escort provided by the Government to accompany the remains of each deceased serviceman brought back to this country under the provisions of The Return of World War II Dead Program (see par. 19f).)

(6) *Firing party.* Normally, the firing party will consist of at least seven men and a noncommissioned officer in charge. As explained in (5)

above, the firing party is ordinarily a part of the escort. If no escort is provided, however, the firing party may participate in the ceremony as a separate element.

(7) *Bugler*. A bugler is provided to sound *Taps* over the grave. Ordinarily he is part of the escort or band as described in (5) above. If no band or escort is provided, the bugler will form with the firing party, taking his correct place at the head of the grave when the firing party reaches the grave site. (See par. 11a and fig. 11.)

(8) *Colors*. If the colors are to be carried in the funeral procession, three enlisted men will be appointed color guard. If the escort is of company size or larger, the color guard will consist of one sergeant and two privates; if the escort is of smaller size, the color guard will consist of one corporal and two privates.

(9) *Band*. If a military band is designated to take part in a military funeral ceremony, its composition will be as prescribed in FM 12-50. During the military funeral the drums will be muffled and covered with black crepe or thin black serge. The baton of the drum major is customarily draped in black; a large bow of black crepe is tied where the ball joins the staff.

(10) *Honorary pallbearers*. If honorary pallbearers are desired, they will be selected by the family of the deceased or its representative, or, if the family or its representative so desires, by the commanding officer.

(11) *Societies*. At the request of the immediate family of the deceased or its representative, fraternal or patriotic organizations of which the



deceased was a member may be permitted to take part in the funeral services, normally after the military portion of the ceremony has been completed. (See par. 12.)

(12) *Family and friends of deceased.* (a) These individuals, who may be either military or civilian personnel, are selected and invited to attend the funeral ceremonies by the next of kin or his representative. The officer in charge of the funeral, however, should find out the approximate number of family and friends who are expected to attend the funeral service so that suitable arrangements may be made at the chapel and the cemetery.

(b) Military personnel attending a funeral ceremony in their individual capacity will face the casket and execute the hand salute at all times when the casket is being carried by the body bearers, during the firing of the volleys, the sounding of *Taps*, and while the casket is being lowered into the grave. Military personnel in civilian clothes will, in the above cases and during the services at the grave, stand at attention and hold the headdress over the left breast. During the prayers, all personnel will bow their heads.

**b. Equipment and facilities.** (1) *Hearse.* Ordinarily the hearse will be supplied by the funeral director selected by the next of kin.

(2) *Caisson.* Caissons will not normally be available except at a limited number of posts, camps, and stations in the continental United States. When such is the case, the use of a civilian type hearse to convey the casket from the chapel

to the grave site is entirely appropriate and acceptable.

(3) *Caparisoned horse.* In the event that the deceased was a mounted officer or mounted enlisted man, it is customary to lead a caparisoned horse in the funeral procession from the chapel to the grave site. Horses will not normally be available for this purpose at most posts, camps, and stations. If such is the case, the use of horses for this purpose may be eliminated.

(4) *Aircraft.* For the funeral of deceased military personnel who held an aeronautical rating or who were undergoing a course of instruction leading to such a rating, a formation of airplanes may be flown as an aerial escort, if available, and provided such use of aircraft will not interfere with essential duties. In the event such aircraft are available, the officer in charge of the funeral should notify the commander of the installation from which the aircraft are to take off, the precise time the funeral procession is to take place and the route it will follow.

(5) *Chapel.* A military chapel will normally be used for the military funeral. However, as used in this pamphlet, the term "chapel" will be interpreted to include the church, home, or other places where the service is held, exclusive of the service at the grave.

(6) *Army supplies available to veterans' organizations.* An interment flag will cover the casket of each deceased serviceman returned under the provisions of The Return of World War II Dead Program. In addition, 24 rounds of blank ammunition will be issued to certain authorized

veterans' organizations for the purpose of firing the funeral volleys. No other supplies or personnel will be available from Army sources. (See par. 19e.)

**7. UNIFORM.** The funeral plan drawn up by the officer in charge of the ceremony should prescribe the wearing of the service uniform. Mourning will be worn by troops at military funeral formations only when prescribed by the commanding officer or when specially ordered by the War Department. The badge of military mourning will consist of a straight band of black crepe or plain black cloth 4 inches wide worn around the left sleeve of the outer garment above the elbow. Officers may wear this sleeve band as family mourning.





CHAPLAIN



HONORARY PALLBEARERS  
(NUMBERS INDICATE ORDER OF RANK)



BODY BEARERS



BUGLER



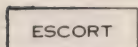
FUNERAL DIRECTOR OR CEMETERY REPRESENTATIVE



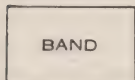
MEMBERS OF THE FIRING PARTY



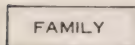
COLOR GUARD



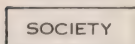
ESCORT



BAND



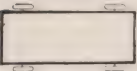
FAMILY AND FRIENDS OF THE FAMILY



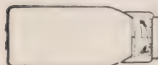
PATRIOTIC OR FRATERNAL ORGANIZATION OF DECEASED



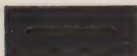
CASKET



CAISSON



HEARSE



GRAVE

Figure 1. Key to symbols used in ceremonial diagrams.

### SECTION III

## COMPLETE MILITARY FUNERAL CEREMONY

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#### **8. CONDUCT OF COMPLETE CEREMONY. a.**

**When conducted.** The complete military funeral ceremony is conducted when all the requisite personnel and equipment are available, and when the family of the deceased does not wish to eliminate any of the elements of the ceremony. It is the basic military ceremony from which all other funeral ceremonies are derived. It is normally conducted in three stages: the chapel service, the procession to the grave, and the graveside service.

**b. Personnel and equipment required.** Personnel and equipment required for the complete military funeral will normally be as prescribed in paragraph 6, except that the caparisoned horse may be used only when the deceased was a mounted officer or mounted enlisted man, and the aerial escort may be arranged only for personnel who held an aeronautical rating or who were undergoing a course of instruction leading to such a rating.

**9. CHAPEL SERVICE. a.** The chapel service, which is the first of the three basic parts of the complete funeral ceremony, is begun when the hearse which has been provided by the funeral director

to convey the remains arrives at the chapel. Before the hearse is scheduled to appear, however, all personnel have taken their positions as indicated in figure 2; the family and friends of the deceased and any honorary societies or patriotic organizations he belonged to have arrived and have been led to their seats in the chapel; these seats are normally the front pews on the right-hand side of the building. The family sits in the front and the friends and societies immediately behind them. The honorary pallbearers take their position in two facing ranks on opposite sides of the entrance to the chapel. They are so arranged that they will assume the proper precedence of their rank when they execute the proper facing movement and enter the chapel, the senior then being front man in the right file and the junior being the last man in the left file. The color guard, escort, and band take their positions facing the chapel. They are disposed so that they will be in the correct processional order when they execute a right face and prepare to march to the cemetery. The color guard forms on the extreme left flank, the escort to the color guard's right, and the band to the right of the escort. The escort and the color guard are dressed on the band. The body bearers are assembled in two files in front of the chapel entrance facing the road. The chaplain stands to one side of the two ranks of body bearers. The empty caisson is situated near the entrance to the chapel but to one side, so that it will not be in the way of the hearse when it arrives. All personnel are standing at ease. (See fig. 2.)



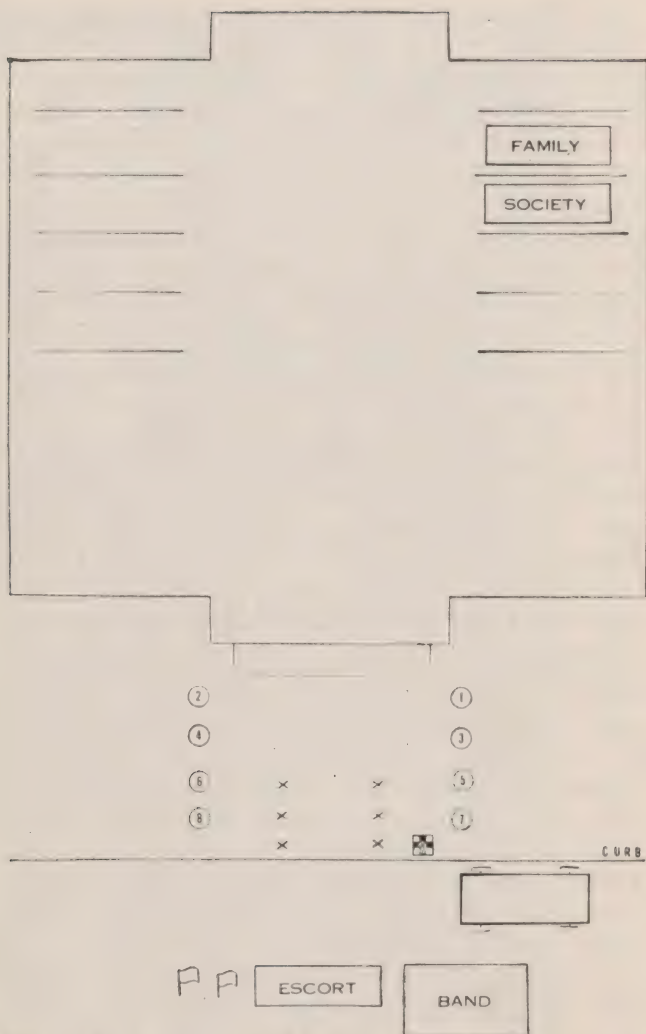


Figure 2. Ceremonial diagram: Position of ceremonial elements at the chapel before the casket is received.

**b.** When the hearse appears, the escort commander orders the escort to the position of attention. At his command, all other personnel also come to the position of attention. When the hearse is parked in the correct spot, the body bearers step forward to remove the casket from the hearse. At this moment, the escort commander brings the escort to the position of present arms. When this command is given, the escort and the privates of the color guard assume the position of present arms, the drum major comes to the position of present baton, the band commences to play an appropriate, solemn air, the body bearers remove the casket from the hearse, and the honorary pallbearers execute the hand salute. The body bearers, led by the chaplain, then carry the casket into the chapel. At this time, and at all other times when the body bearers move the casket, they must be sure always to carry it feet first. (See fig. 3.) When the body bearers, preceded by the chaplain, have carried the casket through the aisle formed by the two facing ranks of the honorary pallbearers, the honorary pallbearers come to the position of attention, execute the proper facing movement, and follow the body bearers into the chapel. (See fig. 4.) When the last of the honorary pallbearers have entered the chapel, the escort commander brings the escort to the position of order arms. The privates of the color guard and the drum major come to the order at the same command and the band stops playing. The escort commander then brings the escort to the position of at ease and the color guard and band assume the same position at his command.



*Figure 3. Correct method of carrying the casket into the chapel; body bearers carry the casket between the two facing ranks of honorary pallbearers.*



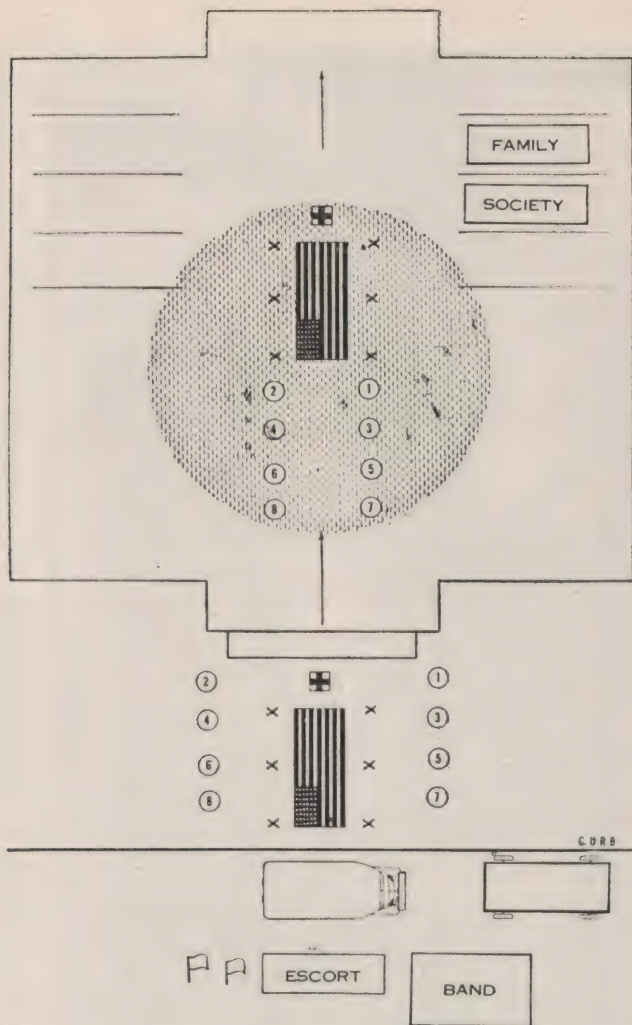


Figure 4. Ceremonial diagram: Position of ceremonial elements as the casket is carried into the chapel. (Shaded area indicates the position of elements as the casket is carried to the chancel.)

**c.** In the chapel, the body bearers, preceded by the chaplain and followed by the honorary pallbearers, carry the casket down the center aisle of the church. If a funeral cart is provided, the casket may be placed on the cart and only two body bearers will be required to guide the casket to its place in front of the chancel. If no funeral cart is available, all body bearers carry the casket to the front of the chancel, and the honorary pallbearers take their seats in the front pews on the left-hand side of the chapel. After the casket has been deposited in the correct place, the body bearers take their seats in the pews behind those occupied by the honorary pallbearers. When all are seated the chaplain commences to read the service. (See fig. 5.)

**d.** When the chaplain has completed the funeral service, he signals to the body bearers who leave their pews and take their places on either side of the casket. The honorary pallbearers leave their pews and take their position on either side of the entrance to the chapel. (See figs. 6 and 7.) Preceded by the chaplain and followed by the family, societies, and friends, the body bearers carry the casket out of the chapel, the family, societies, and friends, however, halting just inside the vestibule of the chapel. As soon as the honorary pallbearers appear at the entrance to the chapel, the escort commander brings the escort to attention and the band and the color guard come to attention at the same command. When the casket appears at the entrance to the chapel, the escort commander brings the escort to the position of present arms. The privates of the color

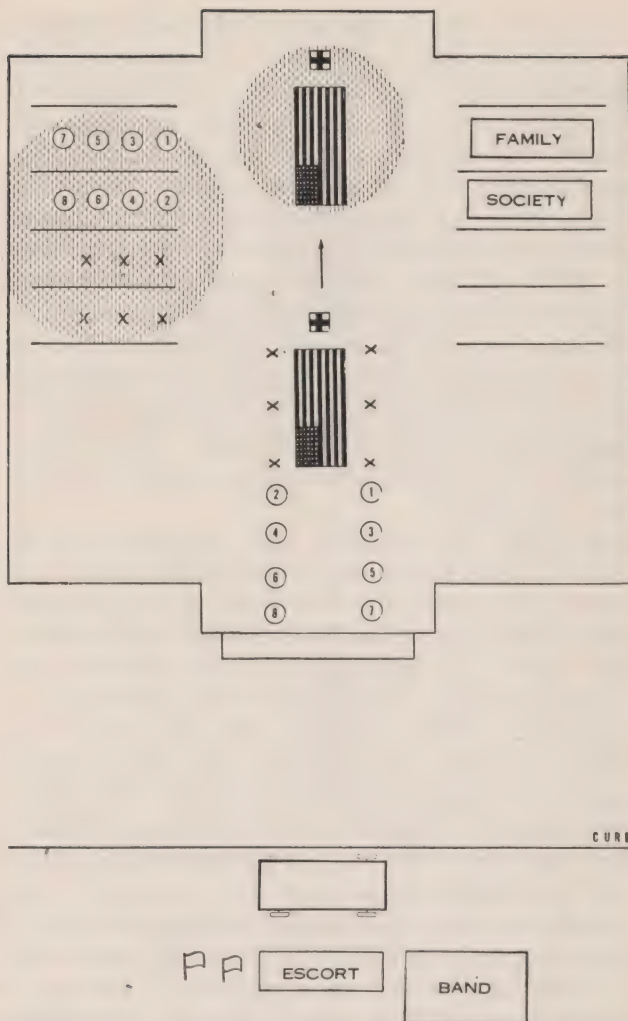


Figure 5. Ceremonial diagram: Position of ceremonial elements inside the chapel. (Shaded area indicates position of elements during the chapel service.)



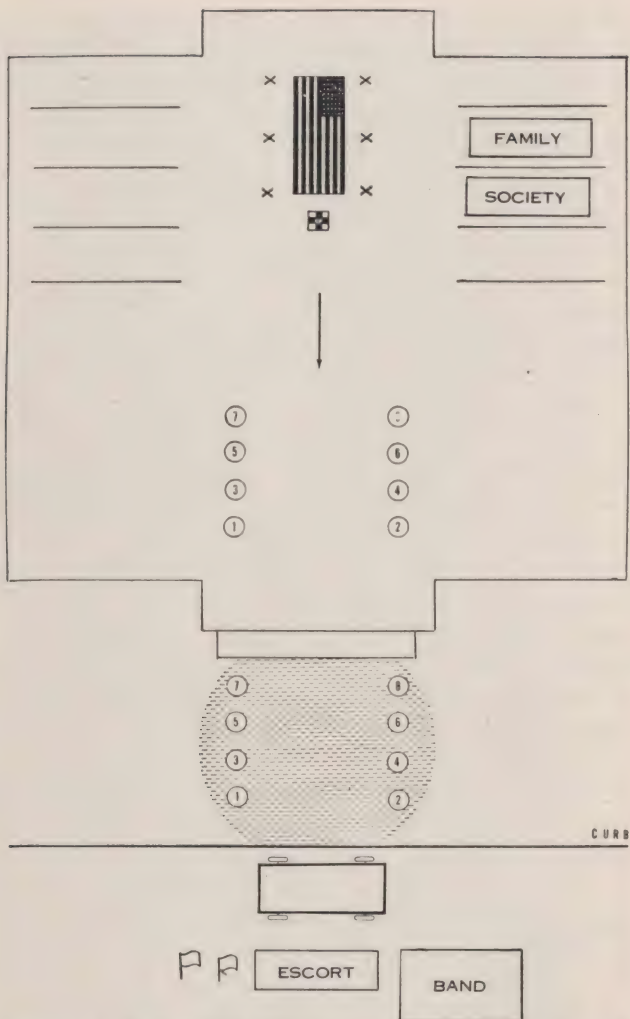


Figure 6. Ceremonial diagram: Position of ceremonial elements as casket is carried out of the chapel. (Shaded area indicates the position of honorary pallbearers in front of the chapel.)

guard come to the position of present arms at the same command, the drum major comes to the position of present baton, and the band commences to play an appropriate solemn air. The honorary pallbearers execute the hand salute at the moment the casket is carried past them.

**e.** The chaplain leads the body bearers out of the chapel. (See fig. 7.) After he has led the body bearers to the caisson, the chaplain, if he desires, may return to the vestryroom of the chapel and change his vestments while the casket is being secured to the caisson. Otherwise he takes a position generally similar to that shown in figure 2, while the casket is being secured. The body bearers secure the casket to the caisson in such a position that it will be conveyed feet first. The honorary pallbearers meanwhile remain in their positions at either side of the entrance to the chapel, and the family, societies, and friends wait just inside the chapel. (See fig. 9.) After the casket is secured, the honorary pallbearers come to the position of attention and take their positions on either side of the caisson, the body bearers form in two ranks behind the caisson, facing in the direction of march, and the chaplain takes his position in front of the caisson. When the casket is secured, the escort commander brings the escort to the order. The privates of the color guard and the drum major come to the order at the same command, and the band ceases playing.

**10. PROCESSION TO THE GRAVE. a.** After the chapel ceremony is completed, all elements form for the procession to the grave. (See fig. 10.) The



*Figure 7. Correct method of carrying the casket out of the chapel. Note that the casket always is carried feet first.*



Figure 8. A typical funeral caisson; two of the body bearers make final adjustments to the straps. When the casket is secured, body bearers will take positions indicated in figure 10.



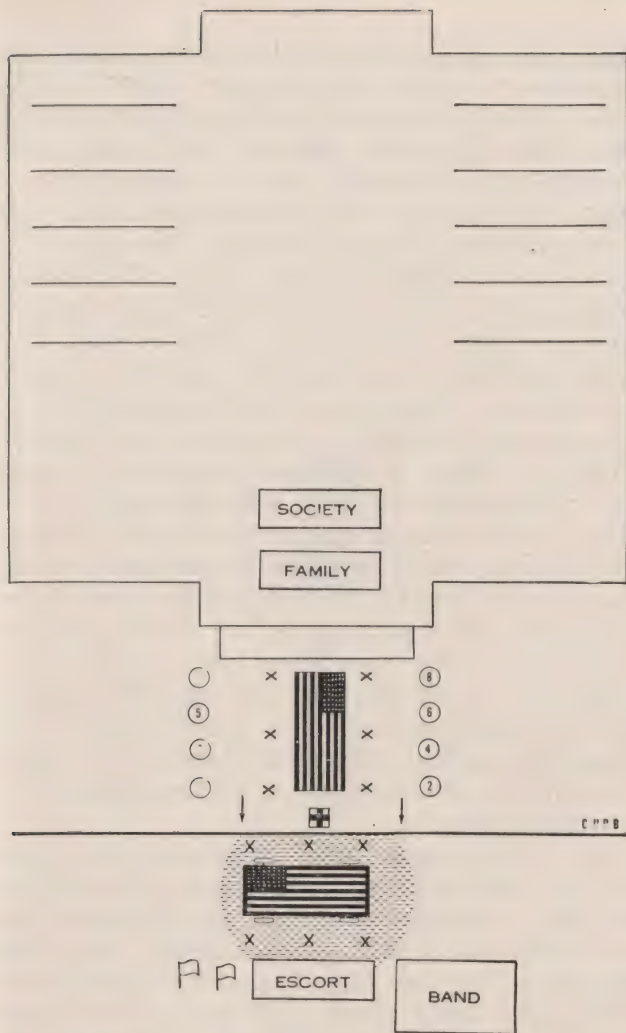


Figure 9. Ceremonial diagram: Position of ceremonial elements as casket is carried to the caisson. (Shaded area indicates the position of the body bearers while the casket is being placed on the caisson.)

band takes its place at the head of the column and the escort marches immediately behind it. The colors follow the escort and the chaplain follows the colors. The next place in the procession is occupied by the caisson which is flanked by two files of the honorary pallbearers marching in correct precedence of rank (that is, the senior preceding and marching to the right). The leading man in each file of honorary pallbearers marches abreast of the front wheel of the caisson. The body bearers form in two files, marching behind the caisson. (If the funeral procession travels to the cemetery by vehicle, the honorary pallbearers ride in a vehicle or vehicles immediately behind the caisson and the body bearers march in two files, one file on each flank of the caisson.) Behind the honorary pallbearers march the family of the deceased, followed by friends and societies. If the deceased was a mounted officer or mounted enlisted man and a caparisoned horse is part of the procession, it is led following the body bearers and preceding the family of the deceased. If the honorary pallbearers ride in vehicles to the cemetery, the caparisoned horse is led immediately following the caisson.

**b.** If the deceased held an aeronautical rating or was undergoing a course of instruction leading to such a rating, it is during the procession that an aerial escort is most appropriate. The commander of the Army Air Forces installation from which the aerial escort is to take off should be advised in advance concerning the exact time and itinerary of the funeral procession.

**c.** When the procession has been formed, the

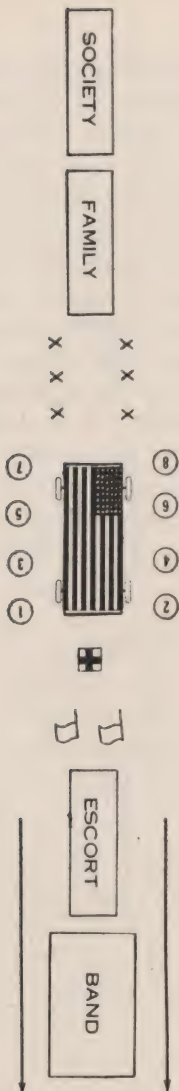


Figure 10. Ceremonial diagram: Position of ceremonial elements in the procession to the cemetery.

escort commander gives the command: 1. IN SLOW CADENCE, 2. FORWARD, 3. MARCH. The band plays appropriate music while the procession marches slowly to the cemetery at a cadence of from 60 to 80 steps per minute. If the march is to be a long one, after the procession has marched a sufficient distance from the chapel the procession may be brought to quick time and marched at ease. While the procession is marching at ease, the band does not play. When the procession nears the entrance to the cemetery, the formation is brought to attention once again and marches the remainder of the distance to the grave in the same slow cadence as before. At any time that the procession is marching at attention, field music may alternate with the full band in playing solemn funeral music.

**II. GRAVESIDE SERVICE.** a. When the funeral procession arrives at the graveside, the band, escort, and colors move immediately to their position behind and facing the foot of the grave. The band customarily ceases playing prior to taking its place on line at the grave. The bugler who is to play *Taps* leaves the band or escort formation and takes his position several paces behind and facing the head of the grave. The firing party element of the escort (usually seven men) falls out from the position in the escort and is formed in a single rank on line with the band and escort in such a position that it will not fire over the heads of the family when the funeral volleys are fired. The honorary pallbearers take their posi-



tion in two ranks on either side of the entrance to the burial lot, forming an aisle through which the casket will be carried by the body bearers. The honorary pallbearers form so that when they execute the proper facing movement and march to their positions at the graveside the senior will be marching at the front and to the right and the junior to the rear and left. The family, society and friends, and the chaplain take a position to either side of the entrance to the burial lot and wait until the casket is carried to the graveside. (See fig. 11.)

**b.** As the body bearers lift the casket from the caisson, the escort commander brings the escort to the position of present arms; the firing party, the honorary pallbearers, the bugler, and privates of the color guard also come to the position of present arms at his command, and the drum major comes to the position of present baton. The band commences to play an appropriate, solemn air. The body bearers, led by the chaplain and undertaker or cemetery representative, carry the casket feet first through the aisle formed by the two facing ranks of honorary pallbearers. As soon as the casket has passed the entrance of the burial lot, the honorary pallbearers come to the position of attention, execute the proper facing movement, and follow the casket into the burial lot. The family and society or friends follow the honorary pallbearers. (See fig. 11.)

**c.** The chaplain, undertaker or cemetery representative, honorary pallbearers, body bearers, family, and society or friends take their places at

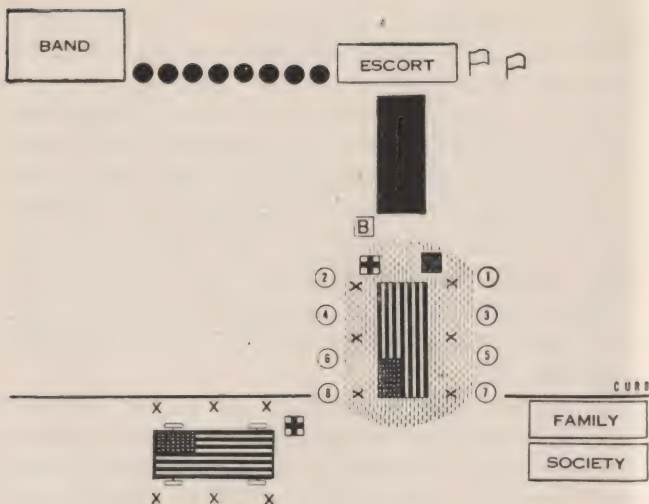


Figure 11. Ceremonial diagram: Position of ceremonial elements as casket is carried to the grave. (Shaded area indicates the movement of the casket through the two facing ranks of honorary pallbearers.)

the graveside as indicated in figure 12. The body bearers carry the casket to the grave and place it on the lowering device. As soon as the casket is set down the escort commander brings the escort to the order. The firing-party, the honorary pallbearers, the bugler, the drum major, and the privates of the color guard come to the order at the same command. The band stops playing when the casket is placed over the grave and the escort is brought to order arms. The escort commander then brings the escort to the position of parade rest. At his command, the escort, honorary pallbearers, firing party, bugler, band, and color

guard come to the position of parade rest with bowed heads. The body bearers then lift the interment flag from the casket and hold it waist high over the grave. They hold it taut so that the flag will not sag over the casket during the ceremony. (See fig. 14 for correct method of holding the flag.) The chaplain then conducts the committal service.

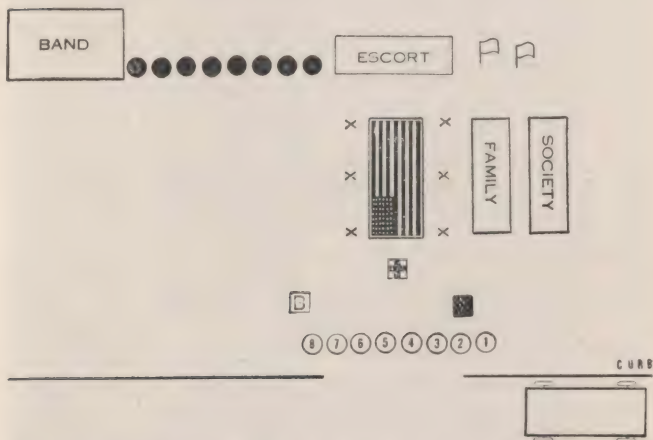


Figure 12. Ceremonial diagram: Position of ceremonial elements during the graveside committal service.

**d.** After the chaplain has completed the service, he steps backward or to the side to make way for the bugler, who moves forward to the head of the grave and stands at attention. As soon as the bugler is in position, the escort commander brings the escort to the position of attention, and the honorary pallbearers, color guard, firing party, and band come to the position of attention at the

same command. He then commands: 1. ESCORT, LESS FIRING PARTY, 2. PRESENT, 3. ARMS. At the command ARMS, the escort, honorary pallbearers, leader of the band, bugler, and privates of the color guard come to the position of present arms. The drum major comes to the position of present baton. The escort commander then commands: 1. FIRING PARTY, 2. WITH BLANK CARTRIDGES, 3. LOAD. At the command LOAD, each member of the firing party faces half right and carries his right foot 12 inches to the right and to such position as will secure the greatest firmness and steadiness of the body. He raises the rifle, and drops it into the left hand at the balance, right hand at the small of the stock, muzzle in the air at an angle of  $45^{\circ}$ . He then loads his rifle in the manner prescribed in the manual for that weapon. The escort commander then gives the command, 1. READY, 2. AIM, 3. SQUAD, 4. FIRE. At the command READY, each member of the firing party remains in the position of load. At the command AIM, each member of the firing party raises his rifle with both hands to a position of  $45^{\circ}$  from the horizontal, the rifle resting in the palm of his left hand, the butt placed and held firmly against his shoulder. The left hand is well under the rifle, grasping it at or in front of the balance, the right hand grasping the small of the stock. The right elbow is at the height of the shoulder. The right cheek is pressed firmly against the stock as far forward as it can be without straining. The left eye is closed, the right eye looking over the rear sight. The M1 rifle is then unlocked. At the command FIRE, each member of the firing party





① Position of READY.  
*Figure 13. Correct method of firing the funeral volley.*



② Position of FIRE.  
Figure 13—Continued.

squeezes the trigger of his rifle quickly. The rifle is then lowered to the position of load and reload. The escort commander then commands 1. AIM, 2. SQUAD, 3. FIRE. After the second volley is fired, the escort commander again gives the command, 1. AIM, 2. SQUAD, 3. FIRE, and the third volley is fired. After the third volley is fired the firing party comes to the position of load and remains in this position until the conclusion of the sounding of *Taps*. The escort commander executes the hand salute while *Taps* is sounded.

e. Immediately after the third volley is fired, the bugler comes to the position of order arms, raises his bugle, and sounds *Taps*. After he has played *Taps*, the bugler executes the hand salute, does an about face, and faces and marches in the most direct line to his position in the band or escort formation. Immediately after the last note of *Taps* is sounded, the escort commander comes to the position of attention and brings the escort to the order; the honorary pallbearers, privates of the color guard, and leader of the band come to the order at the same command and the drum major comes to the position of order baton. The firing party comes to the order from the position of load. The body bearers then fold the flag in the prescribed manner (see app. IV) and deliver it (for presentation to the next of kin) to the national cemetery representative, the officer in charge of the funeral ceremony, or the individual military escort who delivered the remains to the next of kin (see par. 19f). This done, the body bearers move off at quick time to join the escort. The squad leader of the firing party gives the neces-



*Figure 14. Sounding Taps over the grave; the correct method of holding the flag over the grave.*



sary commands for the firing party to join the escort. When all is in readiness, the escort commander gives the appropriate commands and the band, colors, and escort (including the body bearers and firing party) move off at quick time. The band does not play while it is still within the cemetery. After leaving the cemetery, however, it may play a brisk, lively tune. At the first halt, the rifles of the firing party are unloaded and inspected.

## **12. PARTICIPATION OF FRATERNAL OR PATRIOTIC ORGANIZATIONS.**

**a.** At the request of the immediate family of the deceased or its representative, fraternal or military organizations of which the deceased was a member may be permitted to take part in the funeral service.

**b.** If the ritual is military or semimilitary in nature, the rites will begin immediately upon the conclusion of the Army religious service. If the ritual includes the firing of volleys and the sounding of *Taps*, the military firing party and bugler may be used. This sounding of *Taps* will conclude the funeral services.

**c.** Nonmilitary rituals by fraternal organizations will be held at the conclusion of *Taps*. The military escort will be marched away from the site of the grave promptly and quietly at the termination of the military ceremonies.

**d.** The funeral ceremonies for deceased military personnel brought back to this country in accordance with The Return of World War II Dead Program will be conducted almost exclu-

sively by certain veterans' organizations. See paragraph 19 for a description of a modification of the complete military funeral ceremony suitable for conduct by a veterans' organization.

## SECTION IV

### VARIATIONS AND MODIFICATIONS OF BASIC CEREMONY

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**13. OCCASIONS WHEN VARIATIONS ARE DESIRABLE. a.** While the complete funeral ceremony may be conducted as prescribed in paragraphs 8 through 12, many variations of this basic ceremony are possible. Often these modifications are made at the specific request of the next of kin or his representative. The family, for example, may desire a small private church service with no military formations present. In such a case, it is possible to conduct a military funeral ceremony less chapel service, the funeral procession meeting the civilian funeral party at the gates to the cemetery or some other designated spot and accompanying the party to the graveside where the full graveside ceremony is conducted. In other cases, the family may prefer to eliminate the procession as well as the chapel service and the entire military portion of the ceremony may be conducted at the graveside.

**b.** There are many other variations of the basic ceremony that may be made in accordance with the wishes of the next of kin, but which are usually occasioned by limitations of military personnel, facilities, and equipment. In such cases, when personnel and equipment are limited, it is possible

to conduct a military funeral ceremony with as few as eight enlisted men, a bugler, a chaplain, and six body bearers. Until 6 months after the termination of the present war, this will normally be the type of funeral ceremony conducted by the United States Army. (See par. 1e, app. III.)

c. In this section, these and other variations of the basic funeral ceremony will be described. It should be firmly borne in mind, however, that these modifications are not the only ones possible. There are countless variations of the basic ceremony that may be made to comply with the wishes of the next of kin and to agree with available personnel facilities and equipment. These variations, providing they conform generally to the proper procedure as outlined in this publication and are in keeping with the solemnity and dignity of the occasion, will be made by the officer in charge of the military funeral, subject to the approval of the commanding officer.

**14. COMPLETE CEREMONY LESS CHAPEL SERVICE.** a. This type of ceremony is appropriate when the next of kin desires a private nonmilitary church service before the actual interment. In general, the same number and type of personnel and equipment are required for this ceremony as for the complete ceremony.

b. All military ceremonial components are assembled at a designated point (usually the gates to the cemetery) before the family, the hearse, and the civilian societies and friends arrive. The military elements stand at ease, arranged on line in front of the curb of the road or street along



which the procession is to march, and facing the opposite curb. The band, escort, and color guard stand in relative positions generally similar to those indicated in figure 2. The caisson is drawn up to the left of the color guard, but it is placed facing the direction of march that the entire formation will assume when it executes the appropriate facing movement, prior to moving off. The honorary pallbearers are assembled in two ranks to the left of the caisson, facing in the same direction as the band, escort, and color guard. They are so disposed that they will assume the correct precedence of rank when they execute the appropriate facing movement and prepare to march to the grave site. The body bearers are assembled in two files in front of the entire formation in such a position that they can receive the casket from the hearse and transfer it to the caisson. The chaplain stands to one side of the body bearers. If the deceased was a mounted officer or mounted enlisted man and a caparisoned horse is provided, the horse stands facing in the same direction as the caisson, between the caisson and the two ranks of honorary pallbearers.

c. When the hearse and funeral cars approach, the escort commander brings the escort to attention and all elements conform. As soon as the hearse is brought alongside the caisson, the escort commander orders the escort to the position of present arms. At this command, the escort, honorary pallbearers, and privates of the color guard come to the position of present arms, and the drum major comes to the position of present baton. The band begins to play an appropriate,

solemn air and the body bearers step forward to receive the casket. When the body bearers have carried the casket, feet first, from the hearse and secured it to the caisson, the escort commander brings the escort to the order. The honorary pallbearers, privates of the color guard, and drum major conform and the band stops playing. The two ranks of honorary pallbearers then execute the appropriate facing movement and march forward to both sides of the caisson, halting when the front man in each file is opposite to the front wheel of the caisson. The body bearers move to the rear of the caisson, forming two files facing the line of march, and the chaplain moves to the front of the caisson. The escort commander then orders the escort to execute the proper facing movement, and the band and colors execute the movement at the same command. The escort commander then gives the appropriate commands and the funeral procession moves off slowly in the direction of the grave site. The band plays appropriate, solemn music and the civilian cars take their appropriate place in the column behind the body bearers. If an aerial escort is provided, it should appear overhead at the time that the civilian elements are scheduled to arrive. When the procession has reached the burial lot, the graveside ceremony is conducted as described in paragraph 11.

**15. GRAVESIDE SERVICE AS COMPLETE CEREMONY. a.** When the next of kin desires to eliminate the military chapel service and the formal procession, the graveside ceremony is usually con-

ducted. This ceremony is also often used at posts where horse-drawn equipment is not available, since no caisson is needed for this type of ceremony.

**b.** Before the arrival of the hearse, the family, and the remainder of the civilian funeral party, all military components of the ceremony are in place at the burial lot as indicated in figure 11. The chaplain and the body bearers stand outside the funeral lot at a spot convenient for the hearse to park and the honorary pallbearers take their position in two facing ranks at the entrance to the burial lot. All personnel stand at ease. When the hearse and funeral party come within sight, the escort commander brings the escort to attention and all other personnel conform to this command. When the hearse comes to a stop, the body bearers step forward to receive the remains.

**c.** At the moment that the body bearers lift the casket from the hearse, the escort commander brings the escort to the position of present arms. At this command, the escort, honorary pallbearers, bugler, and privates of the color guard execute present arms, the drum major comes to the position of present baton, and the band commences to play. The body bearers, preceded by the chaplain, then carry the casket, feet first, through the two facing ranks of honorary pallbearers, and the remainder of the funeral is conducted as described in paragraph 11.

**16. FIFTEEN-MAN CEREMONY.** **a.** At posts, camps, and stations where personnel, equipment, and facilities are extremely limited, the officer in

charge of a military funeral ceremony may conduct a suitable ceremony with only 15 men and a chaplain. Minimum personnel required are as follows:

(1) Six body bearers. (Body bearers will not normally be furnished by the Army when the funeral is conducted at a civilian cemetery. The Army may provide the firing squad of eight men and a bugler.)

(2) Firing party (seven enlisted men, one non-commissioned officer).

(3) Bugler (one enlisted man).

(4) Chaplain.

**b.** Ordinarily, when such a limited number of personnel is available, only the graveside ceremony is conducted, although a simplified version of the chapel ceremony can be conducted as well, should the next of kin desire it. The funeral procession, however, normally should not be conducted with such a limited number of personnel.

**c.** Prior to the arrival of the hearse and family cars, the firing party and body bearers are formed in two ranks outside of the chapel and facing it. The officer in charge takes a position near the entrance to the chapel where he can supervise and render any assistance that he deems necessary. The chaplain stands at one side of the body bearers. The bugler is not required at this point in the ceremony.

**d.** When the hearse arrives at the chapel, the firing party is brought to attention and the non-commissioned officer in charge executes the hand salute. The family, friends, and societies are led to their seats in the front right pews of the



chapel. The body bearers then move in formation, under command of the senior noncommissioned officer, to a position in rear of the hearse and facing it, ready to remove the casket. When all is ready and the chaplain is standing near the hearse, the noncommissioned officer in charge of the firing party brings the firing party to the position of present arms. The body bearers then remove the casket and preceded by the chaplain, carry it feet first into the chapel. As soon as the casket has been carried into the chapel, the firing party is brought to the positions of order arms and parade rest.

**e.** In the chapel, if a funeral cart is available, the casket is placed on it and guided down the center aisle to its position in front of the chancel by two of the body bearers. If no funeral cart is available, all six body bearers carry the casket down the center aisle to its position. They then take their seats on the left side of the chapel. The chaplain then conducts the funeral service.

**f.** At the conclusion of the service, the body bearers, led by the chaplain, carry the casket from the chapel and place it in the hearse. The family remains seated until the casket is carried from the chapel. As soon as the casket becomes visible in the chapel entrance, the firing party is brought to the position of attention and present arms by the noncommissioned officer in charge. They remain in the latter position until the remains are placed in the hearse. After the remains are placed in the hearse, body bearers and firing party proceed by automobile, at once, to the cemetery in order to arrive there prior to the arrival of the

civilian funeral party. The chaplain ordinarily leads the civilian funeral party to the grave site.

g. At the graveside, all personnel take their positions and stand at ease until the hearse arrives. The firing party forms in a single rank facing the grave, about 10 yards behind the foot of the grave and about 5 yards to the left of the grave. The body bearers are formed in two files facing the road and in readiness to receive the casket; the bugler stands a few paces behind the head of the grave. All personnel stand at ease. When the hearse comes into view, the noncommissioned officer in charge calls the detail to attention. When the hearse is parked, the body bearers step forward and take the casket from the hearse. As soon as they have lifted the casket, the noncommissioned officer in charge brings the firing party and bugler to the position of present arms. When the body bearers, preceded by the chaplain, have carried the casket to the grave and placed it on the lowering device, the noncommissioned officer in charge brings the bugler and firing party to the order. At this command, the bugler and the firing party automatically assume the position of parade rest with inclined heads. The body bearers lift the flag from the casket and hold it over the grave waist high. They hold it taut so that it will not sag during the interment service. The chaplain then reads the service. When he has finished, he steps to one side and the bugler takes his position at the head of the grave. When the bugler is in position, the noncommissioned officer in charge brings the firing party to the position of attention and the bugler comes to

the position of present arms at the same command. The noncommissioned officer in charge of the firing party then gives the firing party the commands: 1. FIRING PARTY, WITH BLANK CARTRIDGES, 2. LOAD, and 1. READY, 2. AIM, 3. SQUAD, 4. FIRE. The firing party then fires three volleys as described in paragraph 11 and remains in the position of load until *Taps* has been played. When the last volley has been fired, the bugler comes to the position of attention and plays *Taps* as described in paragraph 11. During the playing of *Taps* the noncommissioned officer in charge of the firing party executes the hand salute. At the conclusion of *Taps*, the noncommissioned officer in charge brings the firing party to the order. The bugler, as soon as he has completed playing, steps back a pace, salutes, about faces, and joins the firing party. The body bearers then fold the flag (see app. IV), hand it to the superintendent of the national cemetery, the officer in charge, or the individual military escort (see par. 19f), face the foot of the grave, and march off to the rear of the firing party. The entire detail of 15 men then move off at quick time at the senior noncommissioned officer's command.

**h.** If it is desired to have honorary pallbearers at this type of abridged ceremony, their duties are substantially the same as indicated in paragraphs 8 through 12.

**17. CREMATED REMAINS. a. General.** The usual military funeral ceremony must be modified somewhat when the next of kin desires that the remains be cremated. The extent to which the

ceremony must be modified depends upon whether the ceremony is to be conducted before the remains have been cremated or after cremation has been accomplished. When the next of kin desires that military honors be paid the deceased after the remains have been cremated, the chapel service, procession to the grave, and graveside service will be conducted, as indicated in **b** below, in a manner generally similar to the complete military funeral ceremony, with such variations as the desires of the next of kin or limitations of personnel or equipment may require. If the ceremony is to take place before the remains have been cremated, it will usually consist of simply a chapel service and a procession to the crematory where the body is to be cremated. Under these circumstances, normally the firing of volleys and the sounding of *Taps* are omitted. If the funeral ceremony is to be held at the crematory, however, and no further military honors are anticipated, the volleys may be fired, and *Taps* may be sounded at the discretion of the officer in charge of the funeral ceremony. This paragraph will describe briefly an accepted method of conducting a military funeral under the following three combinations of circumstances:

(1) Full military funeral ceremony for cremated remains.

(2) Chapel service and procession to the crematory for remains that are to be cremated.

(3) Final honors (firing of volley and sounding of *Taps*) for remains that are to be cremated.

**b. Full military funeral ceremony for cremated remains.** (1) Personnel detailed as members of a



military funeral ceremony for cremated remains perform the same general functions as described in paragraphs 8 through 12, with the exception of the six enlisted body bearers whose services are not required at this type of ceremony. At ceremonies conducted for cremated remains, only one enlisted man is required to serve as urn bearer and to carry the receptacle containing the ashes. In addition, four enlisted men are detailed as flag bearers. Throughout the entire ceremony the four flag bearers march behind the urn bearer in two ranks. The flag (folded as prescribed in app. IV) is carried by the leading flag bearer on the right. (See fig. 15.)

(2) Except for this modification, the ceremony is conducted as described in paragraphs 8 through 12. The flag bearers and urn bearer occupy the same position normally occupied by the body bearers prior to the arrival of the hearse at the cemetery. When the hearse arrives, the urn bearer removes the receptacle from the hearse and carries it into the chapel led by the chaplain and followed by the flag bearers. All other personnel perform the same functions as described in paragraphs 8 through 12. Inside the chapel the urn is placed on a small stand in front of the chancel and the folded flag is placed beside the urn. The urn bearer and flag bearers then take their seats on the left-hand side of the chapel immediately behind the honorary pallbearers.

(3) After the chaplain has completed the service, the urn bearer and flag bearers escort the remains outside the chapel as described in paragraphs 8 through 12. (See fig. 15.) If the urn is



*Figure 15. Cremated remains. Urn bearer and flag bearers escort remains out of the chapel between two facing ranks of honorary pallbearers.*

to be carried to the cemetery on a caisson, the caisson must be equipped with a casket container into which the urn may be placed. The flag bearers then lay the open flag over the casket container in the same manner prescribed for a casket, the blue union of the flag covering the left corner of what would normally be the head end of the casket. When the procession moves off, the flag bearers and urn bearer follow the caisson in the same position indicated for the body bearers in figure 10. If no caisson is provided, the remains may be placed in the hearse on a suitable stand or rack and the folded flag may be placed beside the urn. If neither a hearse nor a caisson is used, suitable transportation must be provided for the urn bearer and the flag bearers.

(4) At the graveside, the ceremony is conducted generally as described in paragraph 11. When the urn bearer has placed the urn on the lowering device at the grave, the flag bearers unfold the flag and hold it waist high over the grave, one man at each corner of the flag. The urn bearer marches off and joins the escort. After the committal service is completed and the volleys have been fired and *Taps* sounded, the flag bearers refold the flag once again and deliver it to the superintendent of the national cemetery or the officer in charge of the ceremony for transmittal to the next of kin.

**c. Ceremony for remains that are to be cremated.** (1) The chapel service and procession for remains that are to be cremated are conducted in the same manner as the usual complete funeral ceremony. All military components of the cere-

mony assemble in front of the chapel as described in paragraph 9. The casket is carried into the chapel and the chapel service is conducted by the chaplain. After the chapel service, the casket is carried out of the chapel by the body bearers and secured to the caisson. The procession is then formed and moves off in the same manner prescribed for the complete military funeral ceremony.

(2) When the procession reaches the crematory, however, the procedure is modified. If the remains are to be interred at a later date after cremation, the firing of volleys and the sounding of *Taps* are not normally accomplished at this time. In such cases, when the procession has been brought to a halt, all elements face the entrance to the crematory at the command of the escort commander. The honorary pallbearers take their positions in two facing ranks on both sides of the entrance to the crematory in the correct order as indicated in figure 2. The body bearers then lift the casket from the caisson. At the moment that the casket is lifted, the escort commander brings the escort to the position of present arms. At the same command, the honorary pallbearers and privates of the color guard come to the position of present arms, and the drum major comes to the position of present baton. The band commences to play an appropriate solemn air and the body bearers, preceded by the chaplain, carry the casket into the crematory. As the casket is carried past them, the honorary pallbearers come to the order, execute the appropriate facing movement, and follow the casket into the crematory. As soon



as the casket is carried out of sight, the escort commander brings the escort and privates of the color guard to the order, the drum major also comes to the order, and the band ceases playing. The escort commander then brings all elements of the funeral ceremony to the position of at ease until the chaplain, honorary pallbearers, and body bearers have emerged from the crematory and taken their positions in the formation. All elements of the funeral ceremony are then brought to attention by the escort commander and the procession is marched away from the crematory in quick time. The band plays a brisk, lively march when the procession has cleared the immediate vicinity of the crematory.

**d. Final honors (volley and Taps) for remains that are to be cremated.** If, after the remains have been cremated, the ashes are to be interred or inurned at the crematory and no further military honors are anticipated, the volleys may be fired, and *Taps* may be sounded when the casketed remains are escorted to the crematory. The exact manner in which these final honors may be carried out will depend on the physical lay-out of the crematory, the space available in front of the entrance for formations, and other considerations depending upon the individual case. A basic method for carrying out these final honors, however, has been described below. This method should be altered at the discretion of the officer in charge of the funeral ceremony to conform with local conditions at the crematory.

(1) After the chapel service, the casket will be escorted from the chapel to the entrance of the

crematory as described in c above. Prior to the arrival of the funeral procession, arrangements should have been made to have placed directly in front of the entrance to the crematory, an improved catafalque or platform suitable for the support of the casket. When the procession reaches the crematory and is halted, the honorary pallbearers take their positions in two facing ranks on both sides of the crematory entrance as indicated in figure 2. The caisson is led to one side of the catafalque, and the body bearers stand to one side of the caisson ready to remove the casket. The remainder of the ceremonial elements take positions in relation to the catafalque similar to the positions they occupy in relation to the grave, as indicated in figure 12. When everyone is in position, the body bearers prepare to move the casket from the caisson to the catafalque. The escort commander then brings the escort to the position of present arms. At this same command, the honorary pallbearers, firing party, privates of the color guard, and bugler come to the position of present arms, and the drum major comes to the position of present baton. The band commences to play and the body bearers lift the casket from the caisson and carry it to the catafalque. When the casket is rested on the catafalque, the body bearers step one pace backward and execute present arms and the band stops playing. The band leader then presents arms and the drum major remains in the position of present baton. The escort commander then commands the firing party to order arms. He then gives the command: 1. FIRING PARTY, WITH BLANK AMMUNITION, 2. LOAD.

Next, the command is given, 1. READY, 2. AIM, 3. SQUAD, 4. FIRE, and the volley is fired in the same manner as described in paragraph 11. At the end of the third volley, the bugler comes to the order and sounds *Taps*. The firing party remains in the position of load while *Taps* is played and the escort commander comes to the position of hand salute. At the last note of *Taps*, the body bearers come to the order and, preceded by the chaplain, carry the casket through the two facing ranks of honorary pallbearers. As the body bearers carry the casket past them, the honorary pallbearers come to the order and executing the appropriate facing movement, follow the casket into the crematory. The family, societies, and friends follow the honorary pallbearers. When the casket has been carried into the crematory, the escort commander comes to the position of attention and brings the escort to the order; the firing party, privates of the color guard, leader of the band, and drum major come to the order at the same command. The firing party then joins the escort at the command of the senior noncommissioned officer and the bugler marches to the position in the band formation. The escort commander then brings the escort to the position of at ease and all elements assume the same position.

(2) Inside the crematory, the duties of the chaplain, body bearers, and honorary pallbearers will be governed by whether any sort of committal service is to be conducted before the body is turned over to the crematory officials. If such a funeral service is conducted, this personnel will normally attend. After the service is finished the

body bearers will fold the flag in the prescribed manner and turn it over the officer in charge of the ceremony for presentation to the next of kin. The chaplain, body bearers, and honorary pallbearers then join the other elements of the ceremony and all march away at quick time. If the committal service inside the crematory is to be excessively long, the escort, band, and colors may be marched away immediately after the body has been carried into the crematory. If this is done, however, arrangements must be made for vehicles to transport the chaplain, body bearers, and honorary pallbearers after the services are over.

**18. CEREMONY PRIOR TO SHIPMENT OF REMAINS.** When remains are to be shipped from a post, camp, or station to some other locality for disposition or interment, it may be appropriate to conduct a military funeral ceremony prior to shipment. A chapel service and procession may be conducted in a manner generally similar to the procedure prescribed in paragraphs 9 and 10. Normally, the final honors consisting of the firing of volleys and the sounding of *Taps* are omitted. If the officer in charge of the military funeral has reason to believe that no such final honors will be conducted when the casket reaches its final destination, he may arrange for such honors to be conducted just before the casket is carried to the train prior to departure. If, in the opinion of the officer in charge of a military funeral ceremony, the conduct of final honors is appropriate, the procedure outlined in paragraph 17d may be used as



a guide in planning final honors before the casket is carried aboard the train.

## **19. FUNERAL CEREMONIES CONDUCTED BY PATRIOTIC ORGANIZATIONS. a. Type of funeral.**

Because it requires the least number of personnel and the least amount of military equipment, the 15-man military funeral ceremony (see par. 16) will usually be the most appropriate for veterans' organizations who conduct burial ceremonies for deceased American servicemen brought back to this country under the provisions of the Return of World War II Dead Program. Properly conducted, the 15-man ceremony possesses all the qualities of simplicity and dignity appropriate for honoring the memory of the deceased serviceman and expressing to his family the nation's appreciation for his devotion to duty. The officer of the veterans' organization who has been detailed to organize the ceremony may make such modifications in the procedure as outlined in paragraph 16 as may be required to conform to the wishes of the next of kin and the personnel and equipment available.

**b. Uniform of ceremonial elements.** Former members of the Army, Navy, or Marine Corps who served in time of war and whose release from the service was secured under honorable conditions are authorized to wear the service uniform at military funeral ceremonies. The rank insignia of the highest grade held by them during their war service may be worn. The honorable discharge emblem should be worn on the uniform and the insignia of arm or branch of service

should not be worn. Members of civilian components of the Army of the United States (Officers' Reserve Corps, Enlisted Reserve Corps, National Guard), however, will wear the insignia of their arm or branch of service.

**c. Personnel to attend.** Ordinarily, it is more desirable to select veterans to serve in a military funeral from the same branch of the armed forces as that of the deceased. For example, for the funeral of a deceased soldier, veterans of the Army should be chosen. If sufficient veteran personnel is available, the commander of the veterans' organization may consider it desirable to select members of the ceremonial detail from the same arm or branch of the deceased such as Army Air Forces, Infantry, Field Artillery, etc.

**d. Training.** The official of the veterans' organization in charge of funeral ceremonies should insure that all veteran personnel selected to serve in a funeral are fully trained in their duties. The proper method of folding the flag, firing the volley, and other pertinent portions of the funeral ceremony should be rehearsed in drill formations prior to the conduct of the ceremony.

**e. Equipment.** In accordance with procedures and policies established by the War Department, rifles, cartridges, belts, blank ammunition, and other equipment may be loaned or sold by Army organizations to authorized veterans' organizations for use by them in connection with funeral ceremonies for deceased servicemen. In the case of remains brought back to this country under provisions of The Return of World War II Dead Program, the Army will, upon request of certain

authorized veterans' organizations, make arrangements for the delivery of 24 rounds of blank ammunition by the individual military escort at the same time that he transfers custody of the remains to the next of kin or the designated consignee. The interment flag which will cover the remains of each deceased American serviceman brought back to the United States in connection with The Return of World War II Dead Program will be turned over to the civilian funeral director whom the next of kin has designated to take care of funeral arrangements, at the time that the Army makes final delivery of the remains.

**f. Individual military escort.** The services of an officer or an enlisted man will be provided by the Government to accompany the remains of each deceased serviceman brought back to this country under the provisions of The Return of World War II Dead Program. If requested to attend the funeral by the next of kin, he is authorized to do so. Normally, the only functions he will perform at the funeral ceremony will be to deliver the interment flag to the next of kin at the end of the funeral ceremony. Following the sounding of *Taps*, the body bearers will fold the flag in the manner prescribed in appendix IV and will pass the folded flag to the individual military escort. The escort will then present the flag to the next of kin, with some statement on behalf of the Government such as, "This flag is offered by a grateful nation in memory of the faithful service performed by your loved one." At all other times during the course of the funeral ceremony, the individual military escort will be governed by the

procedures prescribed for military personnel attending a funeral in their individual capacities. (See par. 6a(12).)



## APPENDIX I

### CHECK LIST FOR OFFICER IN CHARGE OF MILITARY FUNERAL

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1. This check list has been prepared as a guide for the officer in charge of a military funeral and for the representative of a veterans' organization who has been designated as the individual responsible for funeral arrangements. Its use will assist the individual concerned in securing the information necessary for preparing a ceremonial plan and in assuring that all arrangements necessary for the proper operation of the ceremony have been made prior to the conduct of the funeral. (See par. 5.) Veterans' organization officials, however, should bear in mind that except for the interment flag and blank ammunition referred to in paragraph 19e, the Army will not furnish any personnel or equipment for funeral ceremonies the conduct of which has been undertaken by a veterans' organization.

2. The officer in charge should secure the following information before interviewing the next of kin or his representative:

**a. General information:**

- (1) Name, grade, and serial number of deceased \_\_\_\_\_
- (2) Religious faith \_\_\_\_\_
- (3) Was deceased a mounted officer or mounted enlisted man? \_\_\_\_\_  
Yes      No

- (4) Did deceased hold an aeronautical rating or was he undergoing a course of instruction leading to such a rating?

-----  
Yes      No

- (5) Date funeral is to take place ..

- (6) Name and address of civilian funeral director -----

- (7) Name and address of next of kin -----

**b. Personnel.** Is following personnel available at the post?

- (1) Chaplain of appropriate faith? -----

Yes      No

(If answer is Yes, name, grade, and serial number of chaplain.)

- (2) An appropriate escort as set forth in appendix III. (Until 6 months after the termination of the present war, no Army personnel will be utilized as funeral escort troops except by the direction of the War Department.)

-----  
Yes      No

- (3) A military band? -----

Yes      No

- (4) Color guard (3 men)? -----

Yes      No

- (5) Body bearers (6 men)? -----

Yes      No

- (6) Honorary pallbearers (4 to 8 men)? -----

Yes      No

(7) Firing party (8 men) ?

-----  
Yes      No

(8) Bugler?

-----  
Yes      No

**c. Equipment.** Is following equipment available at the post:

(1) If answer to **a**(3) above is Yes, is a horse available at the post for the funeral procession?

-----  
Yes      No

(2) If answer to **a**(4) above is Yes, can aerial escort be arranged?

-----  
Yes      No

(3) Is caisson available?

-----  
Yes      No

(4) Are blank cartridge available for funeral volley?

-----  
Yes      No

(5) Has civilian funeral director been supplied with interment flag?

-----  
Yes      No

**3.** Then, the officer in charge should interview the next of kin or his representative and determine what military personnel and functions they desire, consistent with the personnel and equipment available as determined in paragraph 2 above. If it has been determined that necessary personnel or equipment is not available for a particular function, a line should be drawn through the pertinent item below, before the next of kin or representative is interviewed.

**a.** What type of chapel service is desired?

Army chapel?.....

Civilian church?.....

No chapel service?  
but graveside serv-  
ice only?.....

**b.** If chapel service is desired, time,  
date, and location? .....

**c.** Is Army chaplain or civilian  
clergyman desired? .....

.....Army chaplain to be desig-  
nated by family.

.....  
(Name, rank, serial number, and address)

.....Civilian clergyman to be  
designated by family.

.....  
(Name and address)

.....Army chaplain to be desig-  
nated by post commander.

**d.** Is funeral procession desired? .....

Yes      No

**e.** If so, what type?

.....From Army chapel to grave.

.....From civilian church to grave.

.....From other points to grave.

(Specify point.....)

**f.** Is a military band desired? .....

Yes      No

**g.** If the deceased was a mounted of-  
ficer or mounted enlisted man, is it de-  
sired that a caparisoned horse be led in  
the funeral procession? .....

Yes      No



**h.** If deceased held an aeronautical rating (or was undergoing a course of instruction leading to such a rating), is an aerial escort desired?

-----  
Yes      No

**i.** Is full escort, as set forth in appendix III, desired? (See par. 2b(2) above.)

-----  
Yes      No

**j.** Are military honorary pallbearers desired?

-----  
Yes      No

**k.** If so, will family choose them or is their selection left to the discretion of the commanding officer?

-----Family will choose.

-----Commanding officer will select.

(If family is choosing honorary pallbearers, what are their names and addresses?)

-----  
-----  
-----  
-----  
-----  
-----  
-----  
-----

**l.** What type of graveside ceremony is desired by the family:

Is it desired that volleys be fired at the grave?

-----  
Yes      No

Is it desired that *Taps* be sounded over the grave?

-----  
Yes      No

Are fraternal or patriotic organizations authorized to conduct their ceremony after the military ceremony?

-----  
Yes      No

What clergyman will read the graveside services?

-----Army chaplain designated by the commanding officer.

-----Army chaplain chosen by family.

-----Civilian clergyman chosen by family.

**m.** Approximate number of friends and relatives that will attend services. -----

**n.** Will members of patriotic or fraternal organizations or societies attend the funeral?

-----  
Yes      No

If so, approximate number. -----

**o.** Is organ music desired in chapel?

-----  
Yes      No

**p.** Is band music desired at the chapel during the procession and at the grave?

-----  
Yes      No

If so, are any particular compositions desired:

-----  
Yes      No

**4.** Next, the officer in charge should interview the civilian funeral director for the necessary information indicated below:

(In the event that the interment is to take place in a national cemetery, the questions marked

with an asterisk will normally be answered by the superintendent of the national cemetery.)

- a. Name and location of the cemetery .....
- \*b. Exact location of grave site .....
- \*c. Time and date of interment services.....
- d. Will funeral director transport  
flowers from chapel to grave? .....

Yes      No

- e. Will funeral director collect cards  
from flowers for transmittal to the next  
of kin? .....

Yes      No

5. On the basis of information secured in paragraphs 2, 3, and 4, the officer in charge should make final arrangements, checking himself on the items listed below :

- a. Have you made reconnaissance of  
the grave site and the chapel area to de-  
termine routes of march, locations, po-  
sitions, etc.? .....

Yes      No

- b. Have arrangements for traffic con-  
trol been made? .....

Yes      No

- c. Have you prepared a detailed cere-  
monial plan based on the desires of the  
next of kin and the personnel and  
equipment available, and prescribing  
duties of each member of the ceremony,  
the time and place of assembly, uni-  
form, route of march, positions that  
each ceremonial element will occupy in  
front of the chapel and at the grave-  
side, traffic control arrangements, etc.? .....

Yes      No

**d.** Have you assured that necessary supplies and equipment such as the caisson and horses, blank cartridge ammunition, etc., will be ready at the right place and at the right time?

-----  
Yes      No

**e.** Have you provided each member of the ceremony with a copy of the detailed funeral plan?

-----  
Yes      No

**f.** Have you assured that each member of the ceremony thoroughly knows his duties and functions?

-----  
Yes      No



## **APPENDIX II**

### **DETAILED INDIVIDUAL INSTRUCTIONS FOR PERSONNEL TAKING PART IN COMPLETE MILITARY FUNERAL CEREMONY**

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**1. PURPOSE.** These instructions have been prepared to assist the officer in charge of the military funeral in preparing his ceremonial plan, and to serve as a guide for personnel detailed to take part in the ceremony. Detailed instructions are provided for the chaplain, band, escort and firing party, color guard, body bearers, honorary pallbearers, and members of the family. These instructions are based on the complete funeral ceremony as described in paragraphs 8 through 12. If variations in this basic ceremony as described in paragraphs 13 through 19 are arranged for, appropriate modifications in the procedures outlined below must be made.

**2. CHAPLAIN. a.** Arrives at the chapel before the arrival of the casket and stands in front of the entrance to the chapel to one side of the body bearers. He remains uncovered throughout the entire ceremony except in inclement weather, or if religious rites prescribe head covering.

**b.** When the body bearers have removed the

casket from the hearse, he leads the body bearers and casket into the chapel.

**c.** He then conducts the chapel service.

**d.** When the chapel service is completed, he precedes the casket out of the chapel.

**e.** While the casket is being fastened to the caisson, he may retire to the vestryroom of the chapel to remove his vestments, if he so desires.

**f.** He takes his position preceding the casket and following the colors in the funeral procession. (See fig. 10.)

**g.** Upon arrival of the procession at the burial lot, he waits until the band, escort, and colors have taken their positions at the grave site; when the body bearers lift the casket from the caisson he removes his headdress and holds it over his left breast; he then precedes the casket to the grave site, marching between the two facing ranks of honorary pallbearers at the entrance to the burial lot.

**h.** He then takes his position at the head of the grave (see fig. 12); when everyone is in position he conducts the committal service. At the end of the service, he steps two steps backward or to the side to make room for the bugler to sound *Taps*.

**i.** After the funeral service is finished, he remains behind to render any assistance required to the family.

**3. BAND. a.** The band assembles in front of the chapel prior to the arrival of the casket and stands at ease until the hearse appears. It forms facing the chapel to the right of the entrance on

line with colors, escort, and firing party as shown in figure 2.

**b.** When the hearse appears, the band is brought to attention. When the body bearers lift the casket from the hearse and the escort is brought to the position of present arms, the drum major assumes the position of present baton, and the band plays an appropriate air. The band continues playing until the casket is carried into the chapel.

**c.** During the chapel service, the band remains in position and stands at ease.

**d.** When the body is carried out again at the close of the chapel service, the band is brought to attention, the drum major assumes the position of present arms, and the band plays an appropriate air at the moment that the casket appears at the entrance to the chapel. It continues to play during the time that the casket is carried to the caisson; it stops when the casket is secured.

**e.** When the procession moves off, the band leads the line of march, although the civilian funeral director may precede the band and lead the way to the cemetery.

**f.** The band plays slow, solemn music at the moment that the funeral procession moves off. Field music may alternate with the band in playing. If the distance to the cemetery is great, after the procession has moved from the general vicinity of the chapel the procession may move in quick time at ease, until it reaches the vicinity of the grave. The band will not play while the procession is marching at quick time.

**g.** When the general vicinity of the grave has

been reached, the procession again is marched slowly to the grave and the band may resume playing.

**h.** The band takes its place facing the grave in line with the escort as indicated in figure 12.

**i.** The band plays an appropriate, solemn air from the time that the body bearers lift the casket from the caisson until it is placed over the grave. The drum major assumes the position of present baton. When the casket is placed over the grave, the band then ceases playing, comes to parade rest, and the members bow their heads.

**j.** When the escort is brought to attention prior to the firing of volleys and the sounding of *Taps*, the band assumes the position of attention at the same command. The leader of the band executes the hand salute and the drum major comes to the position of present baton while volleys are fired and *Taps* is sounded.

**k.** When the services are over, the commander of the escort commands the band and escort to move off in quick time. At a suitable distance from the grave site, the band plays a lively tune as the ceremonial detachment returns to the dispersal point.

**4. ESCORT AND FIRING PARTY. a.** The escort assembles in front of the chapel prior to the arrival of the casket and stands at ease until the hearse appears. It forms facing the chapel on line with the colors and band as shown in figure 2.

**b.** When the hearse appears, the escort is brought to attention. When all is in readiness for the body bearers to remove the casket from the



hearse, the escort is brought to the position of present arms.

**c.** When the casket is carried into the chapel the escort is brought to the order and permitted to stand at ease.

**d.** When the casket is brought out from the chapel at the end of the chapel service, the escort is called to attention and then brought to the position of present arms. The escort remains in this position while the casket is being secured to the caisson.

**e.** When the casket is secured to the caisson, the escort is brought to the order. The escort then takes its place in the procession behind the band and marches to the cemetery.

**f.** At the graveside, the escort takes its position in line with the band, behind and facing the head of the grave as indicated in figure 11. The firing party element of the escort is formed in one rank, apart from the escort so that it will not fire over the heads of the family when they take their place beside the grave. The firing party will execute all commands with the escort except when specifically indicated otherwise.

**g.** At the moment that the body bearers lift the casket from the caisson, the escort is brought to the position of present arms. They remain in this position until the casket is placed over the grave.

**h.** When the casket is placed over the grave, the escort is called to the order and brought to the position of parade rest; all members of the escort stand in this position with bowed heads until the chaplain completes the committal service.

i. When the chaplain has finished the service, the escort is then called to attention.

j. Members of the escort are then given the command, 1. ESCORT LESS FIRING PARTY, 2. PRESENT, 3. ARMS and the escort assumes the position of present arms.

k. The firing party then fires three volleys as described in paragraph 11d.

l. After firing three volleys, the firing party remains in the position of ready until the bugler finishes playing *Taps*.

m. After the last note of *Taps* has been played the escort is brought to the order. At the same command the firing party comes to the order from the position of ready. The firing party then rejoins the escort and the escort moves off behind the band.

n. At the first halt, the rifles of the firing party are unloaded and inspected.

o. When no escort other than the firing party is appointed, the firing party will perform the same functions prescribed for the escort in a through j above and their own normal functions as prescribed in k through o above.

**5. COLOR GUARD. a.** The color guard arrives at the chapel and takes its position as indicated in figure 2 prior to the arrival of the hearse.

b. When the hearse appears, the color guard is brought to attention and the privates of the color guard come to the position of present arms with the escort.

c. When the casket is carried into the chapel, the privates of the color guard come to the order

and the color guard is permitted to stand at ease.

**d.** When the casket is brought out from the chapel at the end of the chapel service, the color guard comes to the position of attention with the escort. The privates of the color guard then come to the position of present arms with the escort and remain in this position until the casket is secured to the caisson.

**e.** When the casket is secured to the caisson, the privates of the color guard come to the order with the escort. The color guard takes its position behind the escort and marches to the cemetery.

**f.** At the graveside, the color guard takes its position in line with the band behind and facing the head of the grave as indicated in figure 11.

**g.** At the moment that the body bearers lift the casket from the caisson, the privates of the color guard come to the position of present arms with the escort. They remain in this position until the casket is placed over the grave.

**h.** When the casket is placed over the grave the privates of the color guard come to the order with the escort. The color guard then comes to the position of parade rest with the escort and stands with bowed heads until the chaplain completes the committal service.

**i.** When the committal service is completed, the color guard comes to the position of attention with the escort. The privates of the color guard then execute present arms with the escort and hold that position until the escort is brought to the order, when they also come to the order.

**j.** The color guard then moves off following the

band, as the procession leaves the cemetery in quick time.

**6. BODY BEARERS. a.** The body bearers assemble directly in front of the entrance to the chapel before the hearse arrives.

**b.** When the escort is brought to the position of attention they lift the casket from the hearse and, following the chaplain, carry the casket feet first into the chapel, passing through the aisle formed by the two facing ranks of honorary pallbearers.

**c.** If after entering the chapel, a church truck is available, the casket may be placed on the truck and only two body bearers will be required to guide the casket to the front of the chancel. Otherwise, all body bearers carry the casket feet first to the front of the chancel and then take their places in the pews behind those occupied by the honorary pallbearers at the left front of the chapel. (See fig. 5.)

**d.** When the chapel service is over, the body bearers lift the casket and carry it out of the chapel feet first. The body bearers then secure the casket to the caisson.

**e.** In the funeral procession, the body bearers march in two files immediately behind the caisson.

**f.** When the procession reaches the entrance to the burial lot, and the band, colors, and escort have taken their positions at the grave site, the body bearers lift the casket from the caisson and carry it to the grave site.

**g.** At the grave site, the body bearers rest the casket on the lowering device and remove the



interment flag from the casket, holding it over the grave waist high. The flag is held tightly so that it does not sag over the casket during the service. (See fig. 14 for correct method of holding the flag over the grave.)

**h.** At the conclusion of *Taps*, the body bearers fold the flag as described in appendix IV and present it to the cemetery representative or the funeral director for transmittal to the next of kin. They then fall in behind the escort and march off.

**7. HONORARY PALLBEARERS. a.** The honorary pallbearers arrive at the chapel before the hearse arrives. They take positions in front of the entrance to the chapel in two facing ranks, as indicated in figure 2.

**b.** Upon arrival of the hearse and when the body bearers remove the casket from the hearse, honorary pallbearers execute the hand salute.

**c.** When the casket is carried between the two ranks that they have formed, they come to the order, execute the appropriate facing movement, fall in behind the casket, and enter the chapel, the senior preceding the junior and marching to the right.

**d.** In the chapel, they take places in the front pews to the left of the chapel as indicated in figure 5.

**e.** When the chapel service is over, honorary pallbearers take positions in front of the chapel in two facing ranks, forming an aisle through which the casket is carried by the body bearers preceded by the chaplain. (See fig. 6.) As the casket is carried past them, they execute the hand

salute. They remain in this position until the casket is loaded on the caisson, when they come to the order.

**f.** If the funeral procession ride in cars to the cemetery, the honorary pallbearers ride in cars immediately behind the caisson. If they march, they march in two files on either side of the caisson, the senior preceding and marching to the right. The leading member of each file marches opposite the front wheels of the caisson.

**g.** When the entrance to the burial lot is reached, the honorary pallbearers take positions on either side of the entrance. As the body bearers lift the casket from the caisson, the honorary pallbearers execute the hand salute.

**h.** When the casket has been carried past them, they come to the order and fall in behind the casket, marching to the grave site in correct precedence of rank, senior to the right and to the front.

**i.** At the grave site they stand in line behind the chaplain at the head of the grave; the senior stands to the right and the junior to the left. (See fig. 12.) They execute the hand salute during the firing of volleys, the sounding of *Taps*, and the lowering of the casket into the grave.

**j.** After the ceremony is over they march off in two files behind the colors.

**8. FAMILY. a.** The family arrives at the chapel before the casket is received and is seated in pews in right front of the chapel. (See fig. 2.)

**b.** When chapel service is over, family members follow the casket down the aisle until they

reach the vestibule of the chapel, where they wait until the casket is carried outside and secured to the caisson.

**c.** When the procession is ready to form, members of the family take their places in the procession immediately behind the body bearers. (See fig. 10.)

**d.** When the procession arrives at the graveside, the members of the family wait until the band, escort, and colors have taken their positions at the grave, and the casket is carried between the double rows of honorary pallbearers.

**e.** The members of the family take their positions at the side of the grave opposite earth mound side for the funeral service. (See fig. 12.)

**f.** When the graveside ceremony is finished, a member of the family receives the interment flag from the cemetery representative, the officer in charge of the funeral, or the individual military escort.

**g.** The family then leaves the cemetery.

## APPENDIX III

### ESCORTS, SALUTES, AND HONORS

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**I. ESCORTS. a.** Escorts in the strengths indicated below have been prescribed for the following Government officials and for military personnel in the grades specified:

(1) President of the United States, ex-President, Vice-President; Secretary of War, Under Secretary of War, or Assistant Secretary of War; General of the Armies, Chief of Staff or former Chief of Staff, and General of the Army: As prescribed by the Secretary or Acting Secretary of War.

(2) General officer: An appropriate command equivalent to a reinforced regiment.

(3) Colonel: An appropriate command equivalent to a regiment.

(4) Lieutenant colonel or major: An appropriate command equivalent to a battalion.

(5) Captain: An appropriate command equivalent to a company.

(6) Lieutenant or warrant officer: An appropriate command equivalent to a platoon.

(7) Aviation cadet or noncommissioned officer of one of the first three grades: Two squads, with one noncommissioned officer in command and one bugler.



(8) Sergeant: One squad with one noncommissioned officer in command and one burgler.

(9) Corporal or private: Eight men, with one noncommissioned officer in command, and one bugler.

**b.** When the national color or standard is carried by a funeral escort consisting of a company, the strength prescribed above will be increased by one sergeant and two privates, as color guard; if less than a company, by one corporal and two privates.

**c.** Commanders of funeral escorts for the Government officials and military personnel indicated below will be selected as follows:

(1) President, ex-President, or Vice President: As directed by the Secretary of War.

(2) Secretary of War: As directed by the Acting Secretary of War.

(3) Assistant Secretary of War: As directed by the Secretary of War.

(4) General of the Armies, Chief of Staff, former Chief of Staff, or General of the Army: As directed by the Secretary of War.

(5) Officers: An officer of the same grade. (If none such be present, as directed by the commanding officer.)

(6) Warrant officers: Lieutenant or higher.

(7) Aviation cadets: Master sergeants.

(8) Noncommissioned officer of the first three grades: A noncommissioned officer of equal or higher grade.

(9) Sergeants, corporals, and privates: A sergeant.

**d.** The composition and commander of the es-

cort for a United States Military Academy cadet will be as prescribed by the Superintendent of the United States Military Academy when death or funeral service occurs at West Point. When death or funeral service occurs at other places, the composition of the escort and its commander will be the same as that prescribed for a lieutenant.

**e.** Except for those persons listed in **a**(1) above, no funeral escort will be ordered for military personnel until 6 months after the termination of the present war, unless otherwise directed by the War Department.

**2. PERSONAL SALUTES AND HONORS.** The Government officials and Army officers indicated below are entitled to salute guns, ruffles, and flourishes, and music indicated:

**a.** President of the United States:

- (1) Salute guns: 21.
- (2) Ruffles and flourishes: 4.
- (3) Music: National Anthem.

**b.** Ex-President of the United States:

- (1) Salute guns: 21.
- (2) Ruffles and flourishes: 4.
- (3) Music: March.

**c.** Vice President:

- (1) Salute guns: 19.
- (2) Ruffles and flourishes: 4.
- (3) Music: March.

**d.** Secretary of War:

- (1) Salute guns: 19.
- (2) Ruffles and flourishes: 4.
- (3) Music: March.

**e.** Assistant Secretary of War:

- (1) Salute guns: 17.
- (2) Ruffles and flourishes: 4.
- (3) Music: March.

**f.** Chief of Staff, former Chief of Staff, General of the Army, general:

- (1) Salute guns: 17.
- (2) Ruffles and flourishes: 4.
- (3) Music: General's March.

**g.** Lieutenant general:

- (1) Salute guns: 15.
- (2) Ruffles and flourishes: 3.
- (3) Music: General's March.

**h.** Major general:

- (1) Salute guns: 13.
- (2) Ruffles and flourishes: 2.
- (3) Music: General's March.

**i.** Brigadier general:

- (1) Salute guns: 11.
- (2) Ruffles and flourishes: 1.
- (3) Music: General's March.

## **APPENDIX IV**

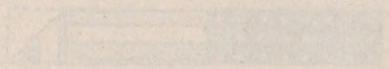
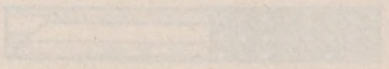
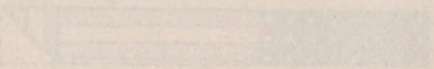
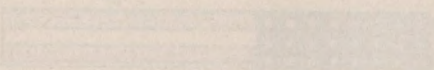
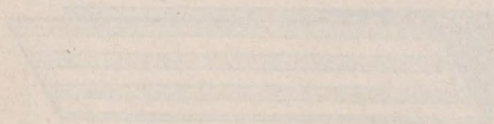
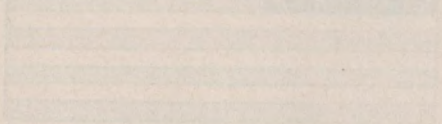
### **CORRECT METHOD OF FOLDING UNITED STATES FLAG**

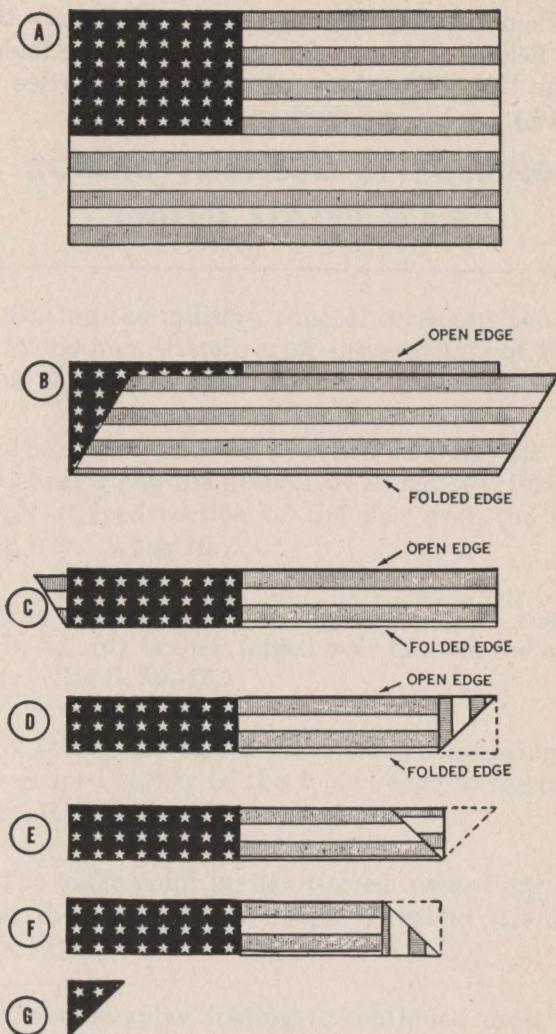
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1. During the military funeral ceremony the flag is folded immediately after the sounding of *Taps*. (See par. 11.)
2. The body bearers, who are holding the flag waist high over the grave (see A, fig. 16), fold the lower striped section of the flag over the blue field. (See B, fig. 16.)
3. The folded edge (the edge nearest the reader in B, fig. 16) is then folded over to meet the open edge. (See C, fig. 16.)
4. A triangular fold is then started by bringing the striped corner of the folded edge to the open edge. (See D, fig. 16.)
5. The outer point is then turned inward parallel with the open edge to form a second triangle. (See E, fig. 16.)
6. The triangular folding is continued until the entire length of the flag is folded in this manner. (See F, fig. 16.)



7. When the flag is completely folded, only the blue field should be visible and it should be folded in the triangular shape of a cocked hat. (See G, fig. 16.)





*Figure 16. Correct method of folding the United States Flag.*



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